If the GST No. is Mismatching [Partner Function];
ME 23 N → [D] other purchase order → Enter P.O No →
8 Headers → partners (you can see the other vendor code here)

9 Bank pyt voucher Entry: (PMT-2021 Excel)
+ Due Date has to be written from calculation sheet.
10 → Bank Pmt voucher 1st pg (goes to cashier) Due date wise
→ All other correspondance paper (goes to Bhavani (Fin)

11

To see the Purchase order (PO)
12 ME 23 N → [ ] other purchase order → write P.O No enter
→ Print preview (2 times) → you can see the P.O here.
+ ME 23 N for 2 series
+ ME 33K for 4 series → Agreement No (P.O No) → click
2 on (Hat button) vendor code, contract price & other terms
& conditions will appear ↑(2nd Header texts)

3 under purchase order history
To see MIP Date → ME 23 N → other P.O → Item Detail (Down)
4 105 → click on 105 (GR No) → you will Find MIP in the
(Header text box).

5

+ IBCo entry shall be made in PMt-2021 as well as in
6 IBCo excel. (original pyt voucher & MRPL Ltr goes to cashier)
copy of the voucher + letter & other doc. to preethika Maam.
+ Status - supply completed or not will be checked in case
of PBG & E-PBG not for SDBG.

+ FB 03 → Display Document.

2015 ME 23 N → [D] other P.O → Enter P.O No enter → go to Header
→ Status [To check the P.O status supply completed or Not]

Important Notes

Record the list of things you might want to do

+ PBG can be accepted only if the supply completed.

+ For ARC - 200 Series you should check the validity End period. (Status not required)
I□□ → 'Release Documentation' option to see All DI's.
(i.e Purchase orders) click on ⊟ (Header option to see the conditions of PO)

+ SD BG or PBG check it in P.O.
If PRS not applicable then No need to calculate 'SD'.

+ PBG Deduction - 3 %. from Dec - 2020 onwards.
Earlier it was 10 %. of P.O value.

<u>DD Entry</u>:
DD entry has to be made in BG control sheet → yellow highlighted
original DD goes to the cashier.
IOM & copy of DD for filing purpose.
DD entry should be done in cashier's register book.

+ Bank pyt voucher with the written Note goes for filing. [TREDS PMT] ~~not for pyt~~

+ GEM (Govt E-Marketing) Pyt within 10 Days
+ TREDS (Trade Discounting) Auto Debit with in 15 Days.

+ Bank put voucher along with EMail attachment goes to Cashier.

(If the tax value calculated is more than the invoice then correct it as per invoice) (If TPS, freight inclusive then don't write on GR)

/N (Full basic SAP)

MIR - 7 (Purchase order)

Invoice Date - xxx → Ref → xxx posting date → Tax

(Today)

Important (bal Amt above should match with GR Amt) After giving calculate tax the tax Amt & match & bal Amt should match the invoice)

Text → INV - 4034 GR No --- PO No ---.

↓ Delivery Note or P.O / scheduling Agmnt.

P.O (View)

Header → Status → Print preview →

(P.O value [Total Basic cost], Delivery Date x x x,

SD → Not applicable, 100% Pyt after 30 days.

(So i.e 30 days from MIP), PBG - NA, PRS - NA,

G3 → Credit available N3 → Credit not available.

G3 Select & click Calculate tax.

Tax amount should tally with invoice GST. [Amt should be exact of invoice).

Details → PO NO (Assignment) → Header text (Inv No & GR No)

Withholding tax → (If value is 2.5 lakh above then G3, less than 2.5 lakh then N3)

↓ TDS Nil i.e CGST & SGST

Bank vendor Details [□–]

(Left margin: IRF, Freight, Bank Name, Mode, IRS, ... it)

Then give Simulate option [i.e Park] → Save parked item [write down the Number]

FBLN1 → Type → Normal, Special, Noted, Parked item

All item → Posting Date : 1/4/21 to 31/3/22

Layout → SUNI → Execute (22 series Pyt, 25 series GR)

Invoice DOC → Other Inv. DOC

Go To → Follow on document → Enter [Write down JV Number]

MIR - 7 [Insurance] → only If Insurance is mentioned in GR.

Basic Data → Invoice Date → Ref [Invoice No - I] →

Bus Place → KA01 → 1000 → Filter by (Planned. del. cost) → F ... nt

→ Bill of lading → Invoice No Enter

INS (In Narration for Insurance), Amt [Balance Amt copy] up ↑

Calculate tax → go to detail → Assignment (P.O NO) → Header text

(Inv No & GR No) check vendor [New India] → Simulate → Save Parked item.

Δ → Parked item.

1
Friday
May

121-244 • WK 18

Simulate Amt
Invoice Net value
GR Item value
Taxes on PO Total (1)
Taxes on PO Total (2)

(Basic value
Invoice Basic) Value of Invoice excluding packing, forwarding)

(Accepted value is ~~~~~~~~~ basic ~~~~~~~~~

APRIL 2015

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Bank Guarantee (BG)

1) BG should be in ₹200 stamp paper (₹ less than ₹200 ~~~~~~~~~ also accepted)
2) Party Name : Vendor & MRPL
3) P.O Number
4) Validity period.
5) BG Number & Date
6) SFMS code 32 Digit (Structured Financial Messaging System) is Must. if not there put it in remarks.

Warranty period

whichever is earlier:
1) 18 Months from the date of Delivery / Supply [MIP Date]
2) 12 Months from the date of completion of installation of 2 yrs from completion of commissioning of activity [This date we should ask from Engineer in-charge]
3) 18 Months from the date of shipment [LR Date]

+ P.O validity is Delivery Date
+ LD Calculation is b/w MIP & Delivery Date.
+ Usually for 45, 46, 49 series PO 3% SD ~~we~~ MRPL will held up & release it once the BG is given.
+ In case of ARC - DI (Delivery instruction) then PBG on DI basis. SD will be on the ARC value.
+ BG validity upto P.O validity & claim period after 3 Months of validity.
+ If supply is completed then No need of SD.

+ CRAC → Consignee Receipt & Acceptance Certificate [in case of GEM GR invoice Amt should match with CRAC Amt.] if its not matching or the copy is not attached then return the GR.

JUNE 2015

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

[TREDS put voucher
if it is attached along with the Email copy in which 'Direct put' is mentioned then entry should be made in PMT-2021 also the voucher goes to 'cashier']

+ MIP Date → 105 [GR Status | GST Detail]

BG :

In case of 22 series ARC then warranty period will be the P.O end period. No need of writing MIP & LR Date in excel.

+ if PBG not ~~comp~~ Applicable then it is SD BG.

+ if 103 & (105 not over) then it means supply not completed then the BG shall be considered as SD BG. if supply got completed then it is PBG.

•

To Check Parked item :

FBLIN → Vendor code → open items [click Normal, spl, Noted & Parked items] then give execute.

To Find Any Document :

FB03 → Document No → co. code → Fiscal yr → enter.

To make Bank Payment voucher :

FBLIN → Enter → Vendor code → Co. code → enter

3 Sunday

- (•) open item
- ☑ Normal Item
- ☑ Special GR / TRNS
- ☑ Noted Item
- Execute

if there are Many items then click on Posting Date

→ Check the JV NO & double click on that.
(Hat Button) → Display Doc. header → Double click on the Ref. key No. → Text will appear.

4 Monday May

124-241 • WK 19

APRIL 2015

under Clearing Text & Text
write INV ... GR ... PO ...

Code – 39 [Y] For withholding Amt KA 1000
under 'Other vendor'
[Text → Excess withheld INV ... GR ... PO]
Tax code GO

F-58 → Enter → & Go back (N) (R) (B) (T)

Co. code Select Pyt Mode → [N – NEFT, R – RTGS, CBS, Transfer]

Enter PMT → Doc. Date → Ref. (Invoice Date ~~No~~). ~~Ref~~ → [Ref. NO]

Copy the Text [Invoice No & P.O No].

Amt [1], Text [Same As above]

Doc. Header Text [Ref., No. & P.O No] Total 3 times.

Payee Text copy the text [clearing text copy but PMT (extra)]

Vendor [Put vendor code] & copy this full & copy in next (Text) down.

↓

Process open item Assignment [P O NO].

↓

over view & INR Gross (Inv Amt)
Assigned [Net Amt]
↓
[if PBG, SD Applicable then this Amt differs].

Amt description double click.

Amt ... BWZ Place.
↓
(put *)

Purchasing Doc [P.O NO]
↓ search [click 1st Amt]
↓ [00010] → Enter
over view → [Now compare the Amt Displaced]

Document → Simulate

Debit & credit [Equal Amt should come] click over view
↓ copy the po No & Enter to the screen appears
↓ Now give (post)

Write down the Pyt voucher number.

To Take print out of PMT voucher
ZBPV_N

Doc No → xxx Fiscal year → xxx → Execute
→ click print

(BG - Clarification - Jayank Verma - Materials)

JUNE 2015

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

[For Deduction in BPV] 39 (#) → pstky; SD → Type; Account → (vendor code)

JV & Insurance Voucher Printout:

ZJV _ N Enter

8 Co. code xxx , Fiscal yr - 2021 , Doc No - xxx ,
print preview, print.

9

PRS Deduction:

10 If the MIP & DD is same date then NO LD Calculation.

11 If SD & PBG Applicable as per PO,
Then GR Excel Sheet put the % of SD & PBG & also
12 mention as 'Applicable'.
SD Deducted or Not can be checked in Ledger FBLIN.
1 (If deducted it will be mentioned in the Description as
SD @ 3%) Then No need of deducting SD Again & also
2 in GR Excel Sheet mention it as 'AD' (Already Deducted)

3 SD Text & PBG Text remains blank in case of deduction Applicable
If not Applicable then write 'NA' for both.

4

If SD is withheld already & the 'supply is completed' then
5 we have to release the PBG.
If SD is not deducted but the supply is completed then
6 SD not applicable, even though it is mentioned in PO terms.

+ If the PO value is more than 50 Lakh then 194 Q TDS including
will be applicable. [i.e ~~1%~~ 0.1% on the Accepted value] P&F Freight
↓ upto 50,00,000 Exemption is there
So ~~1%~~ 0.1% will be on the bal Amt.

2015 [If the Accepted value less than 50 lac then 0.1% applicable]

6 Wednesday May 126-239 • WK 19

G3 & N3 Files separately.
↓ ↓
Priya Kumar

[Always
17000117 Insurance vendor
New India Assurance Co. Ltd]

APRIL 2015

W	T	F	S	S
1	2	3	4	5
6 7 8	9	10	11	12
13 14 15	16	17	18	19
20 21 22	23	24	25	26
27 28 29	30			

To check whether 194 Q Applicable or not (> 50,00,000)
FBL1N → vendor code → All items → Posting Date
8 [1/4/21 to 31/3/22], Normal & other 3 click, execute
Ledger will be displayed. in that 'type' select 'RE'
9 & give Filter [So Amt in local currency is more than
₹ 50 Lacs then 194 Q is applicable].

10
(PRS-21-22) Excel (LD Ledger to check & compare with Excel) (3rd one)
11 FBL1N Select → Spl G/L Transactions → ⧖(← click
Spl G/L ind (T) → execute

12

+ Input Tax Credit G3 or N3 Automatically Appears.
1 Only G3 Invoices shall be submitted to Taxation.

2 + For CT, ST & IGST [PO value should be Less than 2.5 lakh]
• not applicabe & More than 2.5 lakh
3 applicable

+ For 194 Q [Ledger value - More than 50 Lakh Applicable
4 less than 50 Lakh Not applicable]
FBL1N (All items) 1/4/21 to 31/3/22. execute
5 in ledger type (RE) Filter & see the Amount.
Also 194 Q Applicable vendor should be added to > 50 lacs excel'

6

To check PBG & 194 Q Applicable or Not
(PBG) FBL1N → open items → Tick the 4 items execute.
[in description check whether PBG Mentioned or not]

(194Q) FBL1N → All items → 01.04.21 to 31.03.2022
Type 'RE' Filter & Check the Total Amt.

BG GST Formula — [=+ (B11*3/100)+ ~~[struck out]~~ 18% Amt]

JUNE 2015

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

To Find All Insurance voucher
(FBL IN → vendor → 17000117 → Enter)

7
Thursday
May

WK 19 • 127-238

* If PBG is deducted once, then for the same P.O. do not deduct it again.
* Also 194Q exemption applicable only once for the same. Po. later for every bill 0.1 % is applicable without any exemption.

To Edit or make changes in MIR 7. [withholding Tax Correction] after posting.

Go to ledger (FBL IN) → vendor → parked item → Enter → Click on the Amt. Now MIR 7 will display, in that click (Pencil kind 00 option), put DOC. NO & enter Now Red color screen appears & you can edit withholding tax.

To Repark the document:

Go to FBL IN click on the Amt & write down the JV No. Now go to MIR 7, click other DOC No. Enter JV No & give Enter → Make corrections & give save option & give enter. (Your changes will be saved)

LD Calculation:

0.5% of DI value means (P.O value)
0.5% for 1 wk [so No. of wks Delay x 0.5%]
3 wk [0.5 x 3] 1.5 % → on Basic value of invoice.

If No. of Days Delayed = 105 Days
Then 105/7 = 15 weeks
So, 1 wk — 0.5
15 wk — ? = 7.5 %

(Max LD is 5%) in this case we should ~~consider~~ compare
Basic value of Invoice x 7.5 % } whichever is less.
P.O (DI) value x 5 % }

2015

JUNE

8
Friday
May

128-237 • WK 19

APRIL 2015

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

[42, 49, & 55 usually belongs to Project Finance
42, 22, 45, 43 usually belongs to work order section]

LD: if in P.O (LR date shall be considered as the Delivery Date is mentioned) then, we have to consider the LR Date as MIP Date & accordingly LD cal shall be done.

In case of ARC:
In excel in the place of PO value (Put ARC value).
& all terms & conditions of ARC also Annexures must be considered while processing JV.

IBCO Put!
If in put terms it is mentioned as 'Through Bank' then it is IBCO. We have to check it in Box file.
If not received then make a remark. Just pass JV.
Bank put voucher need not be done.

Bank put voucher:
SD will be deducted on ARC value
So in bank put voucher 'Assignment' (put ARC No)

PBG will be deducted on ~~ARC~~ PO value
But in bank put voucher 'Assignment' (put PO ● No.)

For PSU Company:

Only 194 Q TDS Applicable & [CT, ST & IGST TDS not applicable]

P.O No - 45, 46, 49 & 401 belongs to supply section.
403 (sometimes)

LD : LD Max is 5 % on PO value if already deducted in earlier bills then No deduction Again.
If part LD is deducted then remaining Bal [upto 5 %] shall be deducted in the ~~coming~~ existing bills.

TDS (194Q) Applicable on the Total value (Including Packing & Forwarding, Freight etc)

<u>Bank PMT voucher</u> (Text) <u>Correction</u>;
FB03 → Enter Doc No → Enter → Select the particular Row → click on the Amt (For which correction is required) → click 00✓ ← tool & change the text → give save option.

<u>PRS Excel</u> <u>(PDF)</u> : VF03.

Enter Doc No → Billing Document → Issue output to → (①) 4th option → click PDF creator → Print preview → print → save → To Desktop Folder (By giving Serial No. (PRS Excel as the 'Name').

Z-PAY [To find out Actual PYT date of voucher]

10
Sunday

FBZ5 [To put PYT Mode for bank PMT voucher in case if it does not come in ZBPV_N]
→ Doc No, Fiscal yr, PYT Mode (N), check, print old check, output Device → LP04 [✓].

Then go to ZBPV_N & take the print.

11
Monday
May

131-234 • WK 20

APRIL 2015

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

1st you should take the printout of ledger showing the SD / PBG Amt as W/H [Debit].

SD Release :

8 Go to ledger & Select the Amt to be released. click on it.

9

Then check the Mode [FBL 1N (→ enter vendor code) → All items → click on ~~Po No~~ (25 series DOC NO). Hat button, Ref key

10 you will find bank here]

Go to F-58 (Text SD RLS Po No --- Ref --- Dt).

11 (Rest all same procedure like Bank pyt voucher).
↳ special GL code # Select

12 SD & PBG Release Together :

1 (# space Y)

Text : [SD / PBG RLS Ref NO (DOC No) dated Po NO.]

2

* 3 GEM pyt voucher starts with 'GEM PMT'
Due date will be 10 days from CRAC Date, if CRAC
4 is not attached then GR Date + 10 days will be the Due date.

5

* IBCO pyt voucher & JV Text starts with 'IBCO PMT'

6

Transfering LD from Spl GL 'x' to Vendor A/c (Spl GL 'Y')

F-44

→ vendor code → Co. code (1000) Spl GL 'x' [In which the Amt was already withheld]
Process open items.
Now click on the Amt & overview.
put 39, vendor code & Spl GL 'Y' & give Enter.
Now one screen will appear. in that put * & enter.
Tax code [VA], Bus Area KA 01, etc.
write Assignment [PO No], Text ↳ (Trf ~~from~~ to vendor a/c pending clearance from Materials Dept) over view.

Now Put Ref No [Invoice No] & Doc Header text [LD Amt Trf to vendor A/c] & give Post.
You will find the Amt get trf to Spl GL 'Y' in ledger.

(194a basic put only for Main Amt & remove for all other deductions)

F-48 (Advance Booking) Spl GL code 'A'.   (with Deduction go back after Assignment)

Go to ledger & Select the Particular Item.
Then go to F-48.
Doc date x x x, Ref x x x, Header text x x x,
Account (partner vendor), Altern Co. code 10270011, Spl GL (A)
Account (partner vendor), Amount (Total bill val),
Text (PMT -- Inv Tv -- PO) Enter
Tax code (VA), Bus place (KL 01) Co. code, Text,
Assignment & overview → Doc. Simulate.
→ After entering data 1st level click withholding tax & Put basic Amt where required (like P3, WQ etc)
If Any deductions are there then click Additional item & enter All deductions then same as F-58.
Finally Amt (union bank) * Enter & Doc → Simulate.

13
Wednesday
May

133-232 • WK 20

[After F-48 Ledger Shows the Amt as Debit in Main vendor & Amt as Credit in Partner vendor A/C
Adv PMT → Deduction will also ~~Should i~~ go to partner vendor]

APRIL 2015

M	T	W	T	F	S	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

As we have not Selected PMT Mode, we need to go to FBZ5

8 DOC No - x x x
Fiscal year - x x x
9 PMT Mode - (R, N, T, B)
Now click print, LP01 [✓] [Print generated message will come]

10

Then go to ZBPV & take the print.

11

<u>To Knock off !</u>

12

Go to ledger → here you can see the ~~Am~~ Same Amt
1 for both debit & credit.

2 Now go to F-44. Enter vendor code, Company code
→ process open items.
3 → Here you will find both debit & credit entries with Same Amt.
4 → write Ref No → Doc Header text etc.
→ click on First line item [write PO No (Assignment,
5 INV No - GR - PO No knock off.]
→ click on 2nd line item [write same as above]
6 Now give post option.

F-48

Bank

DR 29 A vendoy PATNER. VENDOR.
TDS.

ZTRASFERD →

CR 39A PATNER VENDOR AMT

DR 29A MAIN VENDOR AMT

Go to ~~Fraud~~ Partner vendor for which you have done Adv PMT.
click the item to be transfered. Then go to Z TRANSFER.

When you give simulate then the entry will be;
39 A Partner vendor -- Cr
29 A Main vendor Debit.

Z Transfer AMT coloumn select the AMT from JV to be TRFD.
& withholding tax should be removed while doing Z.TRF.